



Van Raub Elementary PTO  
8776 Dietz Elkhorn Road  
Fair Oaks Ranch, TX 78015

**Van Raub Elementary School  
2025 - 2026 PTO Board Meeting  
February 4, 2026 10am – 12pm  
VRES Campus**

**1. Call to Order: 10:07 am**

**2. Roll Call:**

- |   |                                       |
|---|---------------------------------------|
| ( y ) Summer Gault, Principal               | ( y ) Laine Beatty, VP Merchandise    |
| ( y ) Krista Kimball, Staff Rep.            | ( y ) Brandi Wright, VP Volunteers    |
| ( y ) Sam Cooke, Co-President               | ( y ) Erica Cepeda, VP Communications |
| ( y ) Erika Johnson, Co-President           | ( y ) Natalie Samson, VP Fundraising  |
| ( y ) Tia Flournoy, Treasurer               | ( n ) Carissa Huertz, VP Events       |
| ( y ) Avery Harmon, Secretary               | ( y ) Lauren Tijerina, VP Staff Appr  |
| ( n ) Katrina Doran, VP Sponsorships        | <b><u>Additional Attendees:</u></b>   |
| ( y ) Elizabeth Duenckel, VP Membership     |                                       |
| ( n ) Hannah Bowers, VP Campus Improvements |                                       |

**3. President Update - Sam Cooke & Erika Johnson**

- a. Please be sure to send your committee updates to Sam the FRIDAY prior to our (Wednesday) meeting. This allows all information to be included in the agenda to help keep us on track.
- b. Monthly Presidents Meeting Updates (**Sam**)
  - a. BISD P-TECH (Pathways & Technology) Academy Crosswalk
    - i. Partnership with San Antonio College for HS students to obtain an associates degree in Cybersecurity or Health Sciences.
      - a. Students select their path 8<sup>th</sup> grade year, heading into 9<sup>th</sup> grade.
    - ii. Goal: by 2028 100% of graduating BISD students will graduate with CCMR, providing (at minimum) a bridge to their long-term goals.
  - b. Enrollment Campaign Efforts (started January with 79 more students enrolled in BISD)
    - i. This year's kinder round up will look different. Less paperwork, more school tours
  - c. May 1 – PTO Officer Appreciation Breakfast – for all Executive Board Members (more information to come, but save the date if you'd like to attend)

#### 4. Treasurer Update – Tia Flourney

- a. Copies of the latest financial report are being passed around. If you have any questions, please bring those up during all other business or feel free to reach out independently at any time.
- b. Voting on (two) Tax Free Days for 2026: Pushed from the December meeting to the January meeting to allow us time to research potential tax issues with the Fiesta Friday silent auction. Tia contacted our CPA for guidance, but we still do not have clear direction on this. Last follow up with CPA was Monday, January 12<sup>th</sup>.
  - a. Historically Meet the Teacher and Grandparents Day(s) have been our highest sales days.
  - b. CPA confirmed on 1/15/26 that baskets (excluding gift cards) are taxable, even in a charitable auction. Will need to get complete details on the rules around this and complete more analysis to determine if one of our tax free days should be April 10<sup>th</sup> (final day of the Fiesta Auction). **Still doing analysis on which dates we should choose. Not yet certain that basket sales (minus gift cards) would exceed sales on grandparents day or meet the teacher. CPA sent information that shows the date can be tied to “delivery date”, which would be the night of Fiesta Friday for all auction baskets.**
  - c. New (official) Cash Counting Form – **Now bylaw compliant with this sheet**
    - i. Copies will be placed in the spirit store closet. Please complete and sign the form and text a picture to Tia.
    - ii. In line with what we have been doing, but with an actual form to help us be more compliant with our existing bylaws. (See below)

#### ARTICLE III: BASIC POLICIES

The following are basic policies of the VAN RAUB PTO:

10. All funds collected by PTO must be counted by a minimum of 2 PTO (or faculty) members. Pre-approved accounting form must be completed and signed by money handlers prior to submission to treasurer.
11. Only money counted using pre-approved counting forms may leave school premises. Uncounted funds must remain on school property and properly secured until counted.

c. Budget Variances (positive or negative) to Date (for awareness):

ACCOUNT	REVENUE CATEGORY	VARIANCE	EXPLANATION
4100	Fall Fundraiser Revenue (APEX)	\$ 5,196	VRES PTO portion of funds raised
4300	PTO - Sponsorship Revenue	\$ 1,250	Additional sponsorships from what was expected/budgeted. Reduced/off-set by \$1k to staff appreciation for Raising Cane's commitment
4400	Membership Revenue	\$ 2,040	Additional memberships from what was expected/budgeted, plus recv'd some corp match donations
		<b>\$ 3,290</b>	<b>Total Positive Variance</b>
ACCOUNT	EXPENSE CATEGORY	VARIANCE	EXPLANATION
5130	Fall Fundraiser VRES Donation	\$ (1,508)	All expenses including Teacher give back, t-shirts and misc. expenses
5310	PTO Sponsor Banners Expense	\$ 245	Banner expense slightly less than anticipated. All banners have been purchased for the year.
5450	Membership (Teacher Amazon Grants)	\$ (1,507)	Budgeted for all staff members to join <b>and</b> submit for an amazon grant
5511	Staff Shirt Expense (Back to School)	\$ (846)	Ordered earlier in the summer and received discount
5520	Staff Appreciation	\$ 846	Move under-spend from 5511 to TAW / Staff Appreciation
5710	Field Trips	\$ 90	Field trip expense was \$585 less than budgeted, but we provided \$675 in support for students to attend BOA
5860	Educational Grants	\$ (3,565)	Still need to purchase rolling storage cart for the indoor gaga ball pit (Coach Miles)
5260	Spring Fundraiser Vendor Expense	\$ 4,120	<b>ESTIMATE</b> - Potential increase in vendor expense for carnival rides and games
5951	State Sales Tax Expense	\$ (408)	
		<b>\$ (2,532)</b>	<b>Total Positive Variance</b>
		<b>\$ 5,822</b>	<b>Total Net Anticipated Positive Variance (To date)</b>

- d. In working with Lauren on staff appreciation (TAW in particular) we agreed the \$850 under-spend in 5511 – staff shirt expense (back to school) can be used toward TAW, which makes the chair massages possible. Can review the possibility of a budget increase closer to the date and after we have more information around campus improvement expenses.
- e. Outstanding Receipts
- f. Outstanding (leaving here for awareness) - Received a \$500 grant from Allstate for Mr. McGeachin and the music program. A parent that works for Allstate applied for the grant on his behalf. We will get his wish list, run it by Summer for approval and then make the purchases on his behalf. Tia followed up 2/3/26.



- c. **Future Business** - Elizabeth to evaluate what membership levels should look like next year, as well as associated swag. Any remaining membership budget from this year can be used toward the purchase of swag for next year's membership drive. This will allow us to have the merchandise on hand when the school year starts, prior to the budget being approved.

**7. Fundraising Update - Natalie Samson**

- a. Apex (next year): October 26, 2026 – November 6, 2026
  - a. School Board approved 2026 – 2027 in next week's board meeting. Natalie will notify Apex so we can sign the contract for next year.
    - i. The only unknown at this point is if the new date will conflict with BOA. Sam attempted to confirm BOA dates with BISD, but Dr. O'Hare informed us that the district can not confirm any dates until the Board votes to approve the 26 – 27 calendar in January (1/20 School Board Meeting).
- b. Spirit Nights:
  - a. Arrows is now confirmed for Good Friday.
  - b. **Natalie sent marketing materials for Panera Bread to Erica C for February spirit night.**
  - c. Natalie reached out to Papa Nachos for May's spirit night. Could possibly do McDonald's in May, but would need to commit (at least) 5 teachers/staff/admin to work for 2 hours during the spirit night. **Krista Kimball and Summer thought this should be possible, still TBD. Natalie will reach out to McDonalds for more information. Could also consider Las Pallas. Historically they have not responded to requests, but another ES did a spirit night there recently so we could try again.**

MONTH	DATE	TIME	LOCATION	EARNED
MARCH 2025	RECEIVED LATE	(EARNED PRIOR YEAR)	RAISING CANE'S	\$ 260
AUGUST	8/7/2025	Meet the Teacher	Kona Ice	\$ 137
AUGUST	8/20/2025	3pm - 10pm	TXRH	\$ 450
SEPTEMBER	9/26/2025	4pm - 10pm	MIKEY'S CHICKEN & TAVERN	\$ 265
OCTOBER	10/23/2025	11am - 10pm	WILLIE'S	\$ 160
OCTOBER	9/29/25 - 10/3/25	Online*	BULVERDE PUMPKIN PATCH	\$ 55
NOVEMBER	11/21/2025	6pm - 8pm	KENDRA SCOTT	\$ 311
DECEMBER	12/12/2025	4pm - 8pm	RAISING CANE'S	\$ 340
JANUARY	1/27/2026	3pm - 10pm	TXRH	\$ 250
FEBRUARY	2/22/2025	4pm - 8pm	PANERA BREAD	\$ -
MARCH	3/26/2025	5pm - 9pm	RAISING CANE'S	\$ -
APRIL	4/3/2026	2pm - 6pm	ARROWS ACTIVE PLAY PARK	\$ -
MAY				\$ -
<b>YTD TOTAL</b>				<b>\$ 2,228</b>

\*Purchase pass online now through October 3rd. Pass can be used any weekday in the month of October.

Annual Budget \$ 2,100  
LTG \$ (128)

- d. Check received from Raising Cane's, awaiting payment from TXRH. **Natalie picked up the TXRH check on the afternoon of 2/4.**

- c. Spirit Stick Sales (**Good Practice:** Volunteers selling spirit sticks should ask the cafeteria monitor to announce pre-sale names first so there is less confusion and less opportunity to over-look those students.)

- a. Still a couple of open volunteer spots in February & March. **Avery can do March 27<sup>th</sup> from 12-2 pm and Brandi is covering the open spot in February.**

- b. New spirit sticks ordered.

DATE	VOLUNTEERS		SALES \$\$		
			CASH	ONLINE	TOTAL
MEET THE TEACHER SALES					\$ 37
GRANDPARENTS DAY SALES					\$ 16
AUGUST 29th	NATALIE LAINE	NATALIE LAINE	\$ 159	\$ 90	\$ 249
SEPTEMBER 26th	TIA CATALINA VALDES	TIA SOFIA COUTTOLENC	\$ 162	\$ 60	\$ 222
OCTOBER 31st	NATALIE ADA ZIMMERMAN	NATALIE LAINE BEATTY	\$ 81	\$ 150	\$ 231
DECEMBER 5th	NATALIE LAINE	NATALIE LAINE	\$ 115	\$ 70	\$ 185
JANUARY 30th	LAUREN AVERY	TIA VIRY URDIALES	\$ 169	\$ 59	\$ 228
FEBRUARY 27th	TIA FLORISON MCQUEENY	TIA <b>OPEN</b>	\$ -	\$ -	\$ -
MARCH 27th	LAUREN ADA ZIMMERMAN	<b>OPEN</b> <b>OPEN</b>	\$ -	\$ -	\$ -
APRIL 24th	NATALIE SAM	NATALIE SAM	\$ -	\$ -	\$ -
<b>YTD TOTAL</b>			<b>\$ 686</b>	<b>\$ 429</b>	<b>\$ 1,168</b>

- 11/28 is Thanksgiving Break
- 11/20 is Roadrunner Dash Day
- Board decided to skip November sales and add Friday, December 5th

Annual Budget	\$	1,200
LTG	\$	32

**8. Merchandise Update – Laine Beatty 5<sup>th</sup> Grade yard signs- Tia to send contact info for Graphix House printers. Laine/Lisa (merchandise) will own this process this year.**

- a. Old inventory
  - i. Around 40 shirts donated to Ms. Maloney (for Blessings kids). Marked/Labeled which items she and Nurse Ashton could take from the closet.
  - ii. Gifted one shirt to each of the YMCA after-care workers (8 total) for Fridays.
  - iii. Other possible options:
    - a. Women’s Shelter
    - b. Hill Country Daily Bread
    - c. Chicken Tender Shirts – one to each LS student?
    - d. Officer Pina – see if she has a use?

- b. Laine is going to start working on school supplies contract for next year. Will include Lisa Hernandez to help with the transition for next year. Will try to get school supplies kit donated to be given away at Kinder Round Up this year.
  - i. Any updates? **Would like to go live by April 1st**
- c. Upcoming Sales – YTD Revenue is about \$1,538 below budget (for the year), but we still have two upcoming sales:
  - i. Kinder Round Up – March 27<sup>th</sup> 4pm – 6pm - cafeteria (sold \$829 last year)
  - ii. Fiesta Friday - review with Fiesta Friday project plan (sold \$320 last year, but no new merchandise) **We are going to bring out new/current year merch for Fiesta like hats, shorts, new comfort color shirts and supplement adult sizes with other shirts where we have the quantity (like Chicken Tenders).**
  - iii. There is \$3,215 in the Cost of Goods Budget remaining to be spent this year (would off-set lower revenue, but also plan to make a purchase prior to summer – for next year’s meet the teacher sale).

**9. Campus Improvement Update – Hannah Bowers**

- a. Total approved budget for the current year is \$62k, which includes \$32k in unspent Campus Improvement funds rolled forward from prior budget, plus an additional \$30k allocated from this year’s budget/fundraising goals.
- b. Current approval status for each request:

PROJECT	SIDEWALK	BUTTER BLOCKS	PLAYGROUND SUN SHADE	COURTYARD ENHANCEMENTS (RIVER ROCK)
<b>ESTIMATED COST</b>	\$ 8,400	\$ 3,800	\$ 46,000	TBD
<b>SUBMITTED</b>	8/27/2025	8/27/2025	8/27/2025	8/27/2025
<b>Gilbert Salinas</b>	9/16/2025	9/16/2025	9/16/2025	9/16/2025
<b>Ramior Guerrero</b>	9/17/2025	9/17/2025	9/17/2025	9/17/2025
<b>Eddie Ashley</b>	9/17/2025	9/17/2025	9/17/2025	9/23/2025
<b>John O'hare</b>	9/21/2025	9/21/2025	9/21/2025	9/23/2025
<b>Jill Rhodespruin</b>	9/22/2025	9/22/2025	9/22/2025	9/23/2025
<b>Rick Goodrich</b>	10/28/2025	9/22/2025	9/22/2025	9/24/2025
<b>Larissa Flores</b>	10/28/2025	9/23/2025	9/23/2025	9/24/2025
<b>Sean Babcock</b>	10/29/2025	9/23/2025	9/23/2025	9/24/2025
<b>Krista Pomeroy</b>	10/29/2025	9/24/2025	9/24/2025	10/1/2025
<b>Wesley Scott</b>	10/29/2025	9/25/2025	9/25/2025	10/2/2025
<b>America Jones</b>	10/29/2025*	9/25/2025*	9/25/2025*	10/2/25*
<b>Patricia Flores</b>	10/29/2025*	9/25/2025*	9/25/2025*	10/2/25*
<b>Liliana Jaime</b>	10/29/2025*	9/25/2025*	9/25/2025*	10/2/25*
	<b>APPROVED</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>APPROVED</b>
<b>*Copy Sent</b>				

- c. Met with Wesley Scott and Ramiro Guerrero at BISD on 11/5 to discuss next steps on the above projects. Engineers then came to campus later that day to review projects. Update received on Wednesday 11/19: The drone was flown on Tuesday 11/18 and they are starting their drawings for each project. Based on the walk through with the engineer last month, the initial plans/drawings should have only taken 2 days to complete. Summer has followed up with BISD for updates a couple of times, most recently on Tuesday, January 6<sup>th</sup>.
- d. Summer confirmed she hasn't received a response yet and will continue to follow up. Tia questioned whether a portion of the courtyard project is considered maintenance and could be completed now, but that would only be a portion of one project. Sam will be attending the monthly BISD PTO President's meeting on Friday and will ask about this in the meeting. **UPDATE:** Did not have time for questions at monthly presidents meeting due to presenters this month. Summer had a follow up face-to-face conversation with Ramiro Guerrero on Thursday, January 15<sup>th</sup>. The delays seem to be more related to the finance department. They are trying to work through that with Dr. Craft. **Summer sent an additional follow up e-mail on the evening of 2/3 to Mr. Guerrero and Mr. Scott. If she does not receive a timely response, she will follow up with Dr. Craft directly.**
- e. Possible additional campus improvement projects for this year:
  - a. Additional (shaded) benches for the playground – revisit once new Sunshade is installed.
  - b. Additional (safety) window coverings for classrooms that face the drop-off / pick up loop in the front of the school.
  - c. Installing privacy fencing (similar to what we did with the PK playground fence) along the back field / walking path to Front Gate. Tia mentioned this idea in the December board meeting on behalf of Krista Kimball. Need more details from Krista to evaluate further. **Tia mentioned that once we work through the outstanding campus improvement items we may want to consider whether we still need a 3 person campus improvement committee if BISD will be so involved in the process now.**

## 10. Staff Appreciation Update – Lauren Tijerina

- a. Monthly Staff Appreciation Events - What's coming up?
  - i. New Staff Gift **Completed by Lauren**
    - a. Summer confirmed one new hire mid-January. Lauren to work with Laine on what merch is available for a small staff gift.
  - b. February 6<sup>th</sup> – Blake BBQ: Tailgate Party Lunch – Superbowl Theme.
    - i. Blake is confirmed, estimated about \$500. Made sure there would be enough food for everyone to get a full plate.
      - a. 3 Sides, Brisket, Sausage, Turkey, Pork Belly
    - ii. Scoreboard for teachers to predict winning team for super bowl
      - a. We have a couple of leftover HEB gift cards from November staff appreciation event and we'll use those as raffle prizes the Monday after the Superbowl.

- iii. Encourage staff to wear their favorite sports attire
  - c. March 17<sup>th</sup> – Feeling Lucky Chocolate Bar **Lauren applied for and was approved for a Bubbler donation, which she will add to this event.**
    - i. St. Patty’s Day Décor
    - ii. 1 Golden ticket hidden – need to decide on prize
      - a. Tia has one remaining \$25 Willy’s gift card that can be used
  - d. April 13<sup>th</sup> – Snowflake Donuts
  - e. May 4<sup>th</sup> – 8<sup>th</sup> – Teacher Appreciation Week
    - i. Soda Float Bar – sponsored by Karen Tollman
    - ii. Cinco De Mayo themed charcuterie breakfast and Summer Moon Coffee Set Up
    - iii. Raising Cane’s \$1k Sponsorship Order – lunch
    - iv. Chair Massages (using remaining funds not spent on back to school t-shirts for staff)
- b. Monthly Recognition Days
  - a. February
    - i. February 2 – 6<sup>th</sup> – National School Counselor Week **yard sign and gifts will be distributed Friday. Erica will post.**
  - b. March – NA
  - c. April
    - i. April 4<sup>th</sup> – School Librarian Appreciation Day
    - ii. April 6 – 10<sup>th</sup> – Assistant Principal Week
    - iii. April 22<sup>nd</sup> – Admin Professional Day
    - iv. April 28<sup>th</sup> – School Bus Driver Day
  - d. May
    - i. May 1<sup>st</sup> – Principal Day
    - ii. May 1<sup>st</sup> – Lunch Hero Day (celebrated National School Lunch Week in October instead)
    - iii. May 4 – 8<sup>th</sup> – Teacher Appreciation Week
    - iv. May 6<sup>th</sup> – School Nurse Appreciation

**11. Principal Update – Summer Gault**

**Krista Kimball: A staff members asked that she relay the message that maybe we could send an email to all staff members when/if snacks are replenished in the lounge to give everyone a chance to enjoy them. Also, if we could post a note or a sign near the snacks to encourage everyone to be considerate and enjoy one snack and leave some for others. A lot of staff members haven’t had the opportunity to enjoy any.**

**12. Events Update – Carissa Heuertz (Sam)**

- a. Winter Event –Peace, Love & Glow Family Dance. Date & Time: Friday, February 6<sup>th</sup> 6pm – 8pm
  - i. Deadline to RSVP was midnight February 2<sup>nd</sup>. RSPV not required in order to attend.
  - ii. Current RSVPs: 220 Students, 59 Siblings, 275 Adults (554 Total)

iii. List of costs from Carissa – status of each item is noted below:

DJ	\$ 775.00	<b>CONFIRMED</b> - DJ plus photo booth (same DJ & photo booth as last year) <b>REQUESTED</b> with Officer Pina (12/2) - 2 Officers - 5:30 - 8:30 at \$60/hour/officer
Security	\$ 360.00	<b>CONFIRMED</b> with Officer Pina (1/22) - Amanda Pina and David Magness <b>ORDERED:</b> 90 pizzas delivered at 3 intervals (45 cheese, 45 pepperoni, double cut -> 90 large pizzas * 8 regular slices each = 720 slices -> double cut = 1,440)
Pizza	\$ 735.57	
Pizza Tip	\$ 105.00	\$35/delivery Water - 185 mini bottles of water in the closet at school, plus 110 full size bottles.
Bottled Water	\$ 60.00	Carissa to purchase additional water, paper plates and napkins
Robot Entertainers	\$ 800.00	<b>CONFIRMED &amp; PAID IN FULL</b> - 2 LED Robot Entertainers 6:30 - 7:30pm
LED Dance Floor	\$1,400.00	<b>CONFIRMED &amp; PAID IN FULL</b> - 20 x 20 LED Dance Floor, discounted from \$1,500 to \$1,400
Glow Sticks	\$ 91.17	<b>ORDERED &amp; RECEIVED</b> - 2400 - 8 inch glow sticks
Beach Balls	\$ 107.97	<b>ORDERED &amp; RECEIVED:</b> Light Up Beach Balls - Carissa will order and inflate <b>BOOKED/CONFIRMED 1/15/26</b> - Neon Photo Booth (50% discount)
Photo Booth	\$ 400.00	Tia paid via check 1/19/26
	<b>\$4,834.71</b>	
<b>ACTUAL BUDGET</b>	<b>\$4,575.65</b>	
<b>OVER-BUDGET</b>	<b>\$ (259.06)</b>	
		<b>ORDERED &amp; RECEIVED</b> - expensed to brag tag budget
Brag Tags	\$ 264.28	
<b>CONFIRMED</b> - Chloe Belle's Shaved Ice - Self Pay with 10% back to the PTO And Beverly Ann's Cookies & Ice Cream (associated with Tom's coffee) is coming, as well.		

- a. Moving Dance to cafeteria and pizza & water will be served in the gym.
- b. Same DJ as last year is confirmed. Includes one photo booth. Carissa has already requested/received wi-fi access for that evening.
- c. Instead of 360 photo booth, we will have a neon led/glow photo booth (provided by same VRES family at 50% of the actual cost).
- d. Will have 2 robot dancers on-site from 6:30 – 7:30pm. They will pass out 100 glow in the dark long balloons.
- e. Only other hand outs will be basic glow sticks and connectors – likely 5/student and glow in the dark brag tags.
- f. 20 X 20 LED Dance floor is confirmed
- g. Sam confirmed security with Officer Pina – 2 officers for 3 hours (30 mins before and after event). Officers Pina and Magness will be providing security.
- h. Increased pizza order to include parents (90 pizzas double cut. 8 slices/pizza = 720 slices, double cut = 1,440). Food trucks will be dessert trucks only: Chloe Bell's and Beverly Ann's Cookies & Ice Cream.
- i. Posted to social media, included in Summer's newsletter, 4x4 paper take home reminder sent home Friday 1/30 and info sent to staff to include in electronic newsletters.
- j. Asking for peanut butter donations to benefit Blessings in a Backpack (completely optional). **Discussed opening this up to the entire school (not just those attending the dance) and offering a location to drop off donations, but decided the**

**timing wasn't great because Student Council is in the middle of their food drive for Hill Country Daily Bread. May consider another donation/drive for Blessings later in the year.**

**iv. OUTSTANDING:**

- a. Lights in the hallway portion of the cafeteria (along the windows to the courtyard) are emergency lights and will not turn off. Will need to cover with paper (or something) after 3pm and REMOVE IMMEDIATELY FOLLOWING THE DANCE. Total of 6 lights that are 2 X 4.
- b. Need signs to indicate that the playground is closed. Place on the doors from the gym to the blacktop.
- c. Need signs to indicate that the exit doors nearest to the kitchen are for emergency exit only. Access to the food trucks will be through the main entrance/exit of the cafeteria.
- d. Purchase remaining waters, paper plates and napkins
- e. Need to borrow 3 large coolers for bottled water.
  - i. Laine Beatty – 45 quarts – **will drop off at Carissa's house for her**
  - ii. Sam Cooke – 50 quarts – **left in pto closet for Carissa**
  - iii. Tia Flournoy – 100 quarts - **will drop off at Carissa's house for her**
  - iv. **Lisa Hernandez will bring hers to the school on 2/5**
- f. Need 1 – 2 wagons for peanut butter collections. Should also have signage for this.
- g. Locate last year's photo booth props or purchase new. Rita is bringing some props but said it would be great if we got a few too. **Need to look for this, almost certain they were thrown away – not able to locate. Sam will order a few new items.**
- h. Connectors to be attached to 2,400 glow sticks for ease of distribution (not separating into bags this year).
- i. Confirm arrival times for set up of dance floor, DJ/photo booth and neon photo booth.
  - i. What time do buses begin to arrive in the bus loop? – **Around 2:45pm**
- j. Identify / confirm member(s) of Carissa's team responsible for set up (first in) and clean up (last out). **Carissa will arrive at the school around 2pm and her entire committee, including herself, (and some of their husbands) are staying through clean up.**
- k. Review of proposed set up and communicate final set up to Sarah Shantz.

- I. Can we do another post to showcase the robots and dance floor to get more excitement? Erica confirmed she will post to SM.
  - i. Can we have this on KVRN? - Sam reached out to Katrina and she said she would discuss with Erica V. to get it on KVRN. It was actually on there on 2/4, but did not focus on the dancing robots, dance floor, brag tags and PB donations for blessings.
  - ii. May not need the set up/decorating volunteers to come at 2pm because most of the set up (for the volunteers) will be in the gym area and we aren't able to access it until 3:15pm. Sam reached out to all volunteers signed up for decorating/set up on 2/5 and confirmed they don't need to come, or they can come at 3pm instead if they'd like. Carissa, Sam and Josh will be there around 2pm and Tia at 2:30pm. Sam and Josh will hang the light covers and others can focus on table set up, etc.
- m. Brandi will print volunteer lists and place at glow light distribution table (just inside café door) in case volunteers ask where to go when they arrive.

Floorplan – Peace, Love & Glow Dance



**13. Volunteer Update – Brandi Wright**

a. Upcoming SUGs Needed:

- a. Peace, Love & Glow Family Dance – Friday, February 6<sup>th</sup> 6pm – 8pm (plus set up and clean up).
  - i. All slots filled, except 3 (of 6) clean up slots
- b. Fiesta Friday – will discuss in Fiesta Agenda **Summer will ask Honor Society to help**
- c. Blessings in a Backpack (Nicole Amedee / Sam Cooke) – URGENT - Many open spots for the second half of the school year, including February 19<sup>th</sup>. Need to continue to push this on social media regularly. **We may need to look at the**

wording for next year so it's more clear what the expectations are, especially given their new set up. May also want to consider two separate signs up for it next year – one for fall, one for spring (so that people don't have to scroll as much to see the open spots).

- i. Ask that each Board Member volunteer to deliver at least twice throughout the year.
  - ii. Not all board members have volunteered this year. Please review the SUG to see what works with your schedule.
- d. National Volunteer Recognition – April 20<sup>th</sup> – 24<sup>th</sup> **Need to order more PTO cards - Laine**
- i. What do we want to do this year? Thank you notes? To whom? Anything else? **Do a drawing at Fiesta for volunteers? We could do a drawing at an event, and then a bigger drawing later on for volunteers who have been helping all year. May be too late to consider for this year since we haven't been tracking, but may consider for next year.**

#### 14. Communications Update – Erica Cepeda

- a. Status on initial recognition / shout out for all sponsors. Have we completed shout-outs for all trade sponsors now? **Completed**
  - a. All complete, including Raising Cane's
- b. Monthly updates to PTO calendar
  - a. February update – COMPLETE
  - b. March updates by 3/1
- c. Upcoming Communication Needs:
  - a. Blessings in a Backpack SUG – please continue to push regularly until SUG is complete for the year **Need to push again. Can we possibly hide or remove prior/expired date sign ups so you don't have to scroll so far to get to available dates?**
  - b. Peace, Love & Glow Dance - Friday, February 6<sup>th</sup>, 6pm – 8pm
    - i. RSVP not required to attend. Please continue to push the dance, the SUG and Peanut Butter Donations for Blessings in a Backpack. **Will post on socials again and push robots, dance floor, brag tag, blessings donation.**
  - c. February 2 – 6: National School Counselor Week – **will post Friday**
  - d. February 6<sup>th</sup>
    - i. Highlight Teacher Appreciation BBQ
    - ii. Pictures from Glow Dance (night of 2/6 or morning of 2/7)
      - a. **Erica will be at the dance and can take pictures to post**
  - e. Panera Spirit Night – February 22<sup>nd</sup>
  - f. February Spirit Stick Sales - Laine will open the pre-sale Friday, 2/20 and send the link to Erica. Erica will communicate via SM.
  - g. **Post to highlight dance floor and robot dancers**

## 15. All Other Business

- a. Fiesta Friday (Sam)
  - a. Review of Project Plan & Current Focus Items
    - i. Status updates on action items

## 16. Future Business

- a. 2026 – 2027 Board Recruiting
  - a. Consider/discuss current board (and committee) structure and if we want to make possible changes for next year.
  - b. Consider/discuss how we can best communicate responsibilities/time commitment/expectations, etc.
  - c. Sam and Erika will be reaching out individually to existing board members to discuss commitment for next year. This will help us to determine open positions for recruiting.
    - i. March – communicate open roles & recruiting
    - ii. April
      - a. voting to take place (if applicable)
      - b. announce next year's board members
    - iii. May – new board members to join monthly board meeting
- b. Kinder Round Up – March 27<sup>th</sup> 4pm – 6pm (cafeteria)
  - a. Merchandise Sales
    - i. School Supply Give Away
  - b. About the PTO Info
- c. **Re-evaluate necessity for Campus Improvements with new BISD policy and higher level of BISD involvement.**
- d. Review/Update VRES PTO Bylaws – Over time things have evolved informally with only minor updates to the bylaw document.
  - a. Recommend reviewing and updating to reflect current practices (example: timing of annual budget approval and spend that takes place from July 1<sup>st</sup> through early September).
    - i. Believe this would strengthen financial oversight and accountability (To be clear, there are no concerns with spend that takes place during the school year, but spend does take place leading up to the school year before the budget is actually approved. (precedent set)
    - ii. Would also like to provide more clarity and transparency of roles and responsibilities, both throughout the year and during leadership transition.
    - iii. And to be sure we are aligned with best practices of the school district
  - b. Consider adding further verbiage to clarify sponsor recognition vs commercial advertising. Be sure to consider BISD policies on social media, etc with regards to the commercial advertising (monetizing our social media accounts).
- e. TEA Celebration (Sam)
  - a. Ideas on what we could do to CELEBRATE (not necessarily treat related)?

- i. Spoke with Summer and determined we would push this closer to STAAR testing so that we can celebrate past success + build enthusiasm.
      - a. Have the high school drum line come to the school one morning (also have the mascot out?)
      - b. Create a specific brag tag
      - c. Provide snacks during STAAR testing, as well.
- f. School Assembly (Sam, Erika & Summer)
  - a. If you have any ideas or suggestions for a Spring school assembly, please let us know!
- g. Graduation Walk (Sam & Erika)
  - a. The seniors walking this year will be the first 5<sup>th</sup> grade class to graduate VRES. Let's brainstorm how we can celebrate this! Mrs. Polk confirmed she does have a copy of their (5<sup>th</sup> grade) yearbook in the library.
- h. Acquiring new podium for the state (Sam & Erika to work with Summer)
  - a. Student Council may be interested in making this purchase on their own or in conjunction with the PTO. More to come!
    - i. Website sent to Summer on 1/12 for review (Executive Wood – US based company that creates solid wood podiums and can add the school logo to the front).
- i. 2026 PTO Membership Drive (Elizabeth)
  - a. Determine membership levels and swag for next year.
- j. Re-considering set up of SUG for Blessings next year:**
  - a. **Should verbiage be updated to make requirements more clear given the new space/set up/timing?**
  - b. **Should we consider creating 2 SUGS – one for fall, another for spring so that you don't have to scroll as far to see the open volunteer spots?**

**Important Upcoming Dates:**

- 2/2 – 2/6 – National School Counselor Week
- 2/4 – February PTO Board Meeting – 10am – 12pm
- 2/6 – Staff Appreciation – Blake BBQ: Tailgate Party Lunch
- 2/6 – Peace, Love & Glow Family Dance 6pm – 8pm
- 2/22 – Spirit Night at Panera Bread 4pm – 8pm
- 2/27 – Spirit Stick Sales during Lunch
- 2/27 – VP & Committee Updates due to Sam**
- 3/4 - Monthly PTO Board Meeting 10am – 12pm
- 3/17 – Staff Appreciation: Feeling Lucky Chocolate Bar
- 3/26 – Spirit Night at Raising Cane's 5pm – 9pm
- 3/27 – Spirit Stick Sales during Lunch
- 3/27 – VP & Committee Updates due to Sam**
- 4/1 – Monthly PTO Board Meeting 10am – 12pm
- 4/4 – School Librarian Appreciation Day
- 4/6 – 4/10 – Assistant Principal Week
- 4/3 – Spirit Night at Arrow's Active Play Park 2pm – 6pm

- 4/3 – Fiesta Silent Auction Goes LIVE (**Good Friday – No School**)
- 4/10 – FIESTA FRIDAY!
- 4/20 – 4/24 – Volunteer Recognition Week
- 4/22 – Admin Professional Day
- 4/28 – School Bus Driver Day
- 5/1 – Principal Day
- 5/1 – Lunch Hero Day (previously celebrated during National School Lunch Week in October)
- 5/1 – VP & Committee Updates due to Sam
- 5/4 – 5/8 – Teacher Appreciation Week
- 5/6 – School Nurse Appreciation Day
- 5/6 – Monthly PTO Board Meeting 10am – 12pm

**Action Items: Please ensure completion or conversation by due date. Secretary will follow up weekly.**

Action	Owner	Due Date	Status
Ask Summer to send out email about school supply purchases to incoming kinder parents	Sam	FUTURE – May 2026	
Purchase Gaga Ball Pit Rolling Storage Cart, once available	Sam	FUTURE - TBD	
Put flyers in breakroom and cafeteria or where teachers will see when an appreciation lunch will be happening	Lauren	ON-GOING (change to monthly process)	
Ask Summer if we can have an announcement on KVRN about Glow Dance-ask Katrina and Jackie?	Sam	2/4/26	Sam reached out to Katrina and Katrina got in contact with Erica V.
Send Laine contact info for 5 <sup>th</sup> grade yard signs	Tia		
Work with Lisa and reach out to Graphix House Printing on 5 <sup>th</sup> grade yard signs	Laine	2/28/26	
Order more PTO thank you cards	Laine		

Post to highlight the dance floor and robots at Glow Dance	Erica	<b>ASAP</b>	
Update set up/decorating volunteers for glow dance – do we still need them?	Sam	2/5/26	COMPLETE
Make a note for teachers lounge to be considerate of others when it comes to snacks	Lauren	Prior to next snack replenishment	
Add communication to GroupMe about class baskets	Natalie		
Email Laura Linton about room parent in Mr. Montoya's class	Natalie		
Complete analysis on fiesta taxes so we can vote on tax free days in next Board meeting (March)	Sam/Tia	2/28/26	
Contact McDonald's about possible spirit night for May	Natalie	2/20/26	
Pick up January Spirit Night check from TXRH	Natalie	2/4/26	COMPLETE
Escalate lack of movement on campus improvements (if response not received from Romero and Wes) to Dr. Craft	Summer	2/10/26	
Print Glow Light SUG and leave copies at glow light dist. Table (just inside café door) in case volunteers check in there	Brandi	2/6/26	
Investigate if we can hide prior/expired dates on Blessings SUG for this year so that you don't have to scroll as far to get to available dates	Brandi	2/6/26	


Meeting Adjourned: 12:05 pm